



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: September 14, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 15, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, September 28, 2016**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM V Systems Control & Project Review Unit Manager
Bureau of Programming
Office of Planning and Programming
Springfield

Attachments
41233

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Wednesday, September 28, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager V	Salary Range:	\$6,020 - \$10,210
Position Title:	Systems Control & Project Review Unit Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW415-23-10-404-30-01	IPR#:	41233

Office/Central Bureau/District/Work Address:

Office of Planning and Programming/Bureau of Programming/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for the accuracy and efficiency of the federal accounting and reporting systems. S/He oversees the evaluation and resolution of complex system discrepancies to ensure federal transactions are processed accurately and in a timely fashion to maximize the application of available federal funding. The incumbent is responsible for the development, implementation and maintenance of systems/reports necessary for proper project tracking and billing. In addition, s/he ensures compliance with federal regulations/guidelines on projects with regards to age and inactivity.

Special Qualifications:

Desired:

- Knowledge, skill and mental development equivalent to completion of a bachelor's degree preferably with courses in accounting, finance, and/or business/public administration
- Seven years of experience in public/business administration or accounting activities with a strong knowledge of the federal aid financial process, financial/accounting systems, data and database systems, analysis tools, and geographic information system (GIS) or equivalent combination of experience and training
- Ability to maintain harmonious relationships with employees, agency officials, and the general public
- Ability to plan and direct efforts of employees for efficient accomplishment of program objectives

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	May 25, 2016	POSITION:	Systems Control & Project Review Unit Manager
APPROVED BY:	Roger Driskell	OFFICE:	OPP/Statewide Program Planning
CODE:	PW414-23-10-404-30-01	REPORTS TO:	Project Control Section Manager

Position Purpose

This position is accountable for the accuracy and efficiency of the federal accounting and reporting systems. S/He oversees the evaluation and resolution of complex system discrepancies to ensure that federal transactions are processed accurately and in a timely fashion to maximize the application of available federal funding. The incumbent is responsible for the development, implementation and maintenance of systems/reports necessary for proper project tracking and billing. In addition, s/he ensures compliance with federal regulations/guidelines on projects with regards to age and inactivity.

Dimensions

Number of Federal Obligation Transactions	4,500
Number of Active Federal Projects	5,000
Number of Weekly Federal Bills	50
Federal Highway Reimbursement Claims	1,500M
Federal Aid Apportionment Categories	250
Staff	3

Nature and Scope

This position reports to the Project Control Section Manager as do the managers of the Project Management and Billing Unit and the Federal Aid Vouchering Unit. Reporting to this position are the Systems Specialists.

This position is responsible for the oversight of a unit that ensures that IDOT's financial systems work together to properly authorize, obligate, and expend federal funding in accordance with federal statutes. To accomplish this objective, the incumbent must have a thorough knowledge of the project life cycle in order to identify problems and design corrective action. The incumbent must understand the project flow through the affected computer systems such as Fiscal Management Information System (FMIS), Job Cost Accounting/Federal Project Control (AJC/FPC), Fiscal Operations and Administration (FOA), Contract Payment Management (BCM), Statewide Program Planning System (PPS) and Contract Letting Management (ELM). In addition, the incumbent must have a strong knowledge of federal funding, federal statutes, and program requirements to ensure that funding is applied in accordance with federal regulation in an efficient and effective manner. S/he must be able to analyze federal programs, examine past trends and evaluate future spending, to avoid possible lapse of apportionment/allocation. S/he must stay abreast of changing federal legislation, scrutinize the effect on IDOT, and inform management of potential problems.

Typical problems include the evaluation and resolution of reconciling complex discrepancies identified in its many review processes and understanding the effect of each transaction on the integrated planning, reporting and billing systems. Resolution may require the orchestration of action between several offices and various financial/record keeping systems. Any error detected at any stage of the process must be thoroughly analyzed, cause isolated, and corrective action designed to correct not only the current problem, but eliminate

reoccurrence. Another major problem regularly encountered by this unit is working with diverse personnel in order to identify the root cause of project inactivity, understanding the complete project process in order to determine the underlying effect of the problem, and conveying that explanation to FHWA in an acceptable manner. In addition, the incumbent is responsible for ensuring the proper modification of systems as required by change federal requirements.

The incumbent is primarily responsible for the supervision, training and development of staff. S/he accomplishes responsibilities with the assistance of:

- System Specialists (3) are responsible for independently reviewing all federal obligation transactions and recommending corrective action; maintaining and reconciling federal fund balances and federal formula obligation ceiling and resolving all discrepancies; entering federal obligation transactions into PMC; performing system reconciliations (PMC versus FMIS); tracking and reporting status of demonstration projects; tracking and reporting status of emergency relief projects; notifying planning organizations of required modifications; analyzing federal compliance of preliminary engineering, design, and right-of-way projects; and determining required action relating to aged inactive projects.

The incumbent is restricted by IDOT and FHWA financial procedures. Matters concerning problem interpretations are referred to the section manager with recommendations for resolution. This position has wide latitude in accomplishing responsibilities.

The incumbent has internal contact with others in the Project Control Section, personnel from the Bureaus of Design and Environment, Local Roads and Streets, Construction and Information Processing, the districts, and the Office of Planning and Programming. External contacts are made with the FHWA financial/administrative staff.

The effectiveness of this position is measured by the accuracy of reports and effectiveness of reporting systems. Reconciliations should not reflect more than a reasonable number of discrepancies at any particular point in time.

Principal Accountabilities

1. Reconciles federal formula obligation ceiling/fund balances in FMIS to Program Management Cost system (PMC) and resolves discrepancies daily;
2. Enters all Federal obligation transactions and Federal Highway Administration (FHWA) approvals in PMC;
3. Records apportionments and ceiling adjustments in PMC based on notifications received from FHWA;
4. Reconciles PMC/FMIS federal project numbers, state job numbers, authorization dates, federal agreement amounts by fund type, advanced construction amounts, and expenditures monthly and resolves all discrepancies;
5. Reviews inactive aged projects monthly in accordance with federal statutes and Financial Integrity Review and Evaluation (FIRE) guidelines and initiates warranted action;
6. Analyzes active preliminary engineering, design, and right-of-way projects monthly and ensures federal compliance via exception requests or federal repayment;

7. Ensures transportation improvement plans are modified to properly reflect changing federal funding statuses (current versus advanced construction);
8. Designs, tests, and implements new systems or processes required by changing federal requirements;
9. Analyzes federal highway programs at risk of lapsing federal apportionment/allocation (including historical trends and future projections), informs program personnel of the risks, and recommends corrective courses of action;
10. Tracks, analyzes, and reports the allocations, funding, obligations and expenditures for demonstration (high priority) projects;
11. Ensures emergency relief funding is properly obligated and collected in accordance with federal regulations;
12. Serves as primary oversight for the City of Chicago projects including process reviews, agreement reviews, billing reviews, final project analysis, staff meetings, etc.
13. Ensures harmonious working relationships are maintained with staff, coworkers and FHWA representatives.
14. Trains and evaluates staff.
15. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
16. Performs other duties as assigned.